

Law and Finance Committee Minutes  
October 14, 2015 - 4:00 p.m.

Present: Chairman Wright; Supervisors Collyer, Daly, Lewza, Kinowski, Tollisen, Jenkins, Raymond, Wood, Lucia, Allen, Grattidge, Johnson, and Martin; Spencer Hellwig, Administrator; Jason Kemper, Planning; Michael Zurlo, Sheriff; Carl Zeilman, Emergency Services; Craig Hayner, County Clerk; Joanne Bosley, Real Property; John Warnt, Purchasing; Keith Manz, Public Works; Margaret McNamara, Personnel; Brian O'Connor, Auditor; Chad Cooke, Deputy Administrator; Frank McClement, Veterans; Stephen Dorsey, County Attorney; Emily Hayner, Guest; Press.

Chairman Wright called the meeting to order and welcomed all in attendance.

**On a motion made by Mr. Collyer, seconded by Mr. Tollisen the minutes of the September 9, 2015 meeting were approved unanimously.**

**EQUALIZATION AND ASSESSMENT**

- **Approving auction sale of county-owned lands acquired for unpaid taxes.**

Mr. Hellwig said the above resolution will convey the 19 parcels that were sold at the September auction to the successful bidders. The county will realize a net profit of approximately \$296,000 over the taxes that were owed.

**On a motion made by Mr. Collyer, seconded by Mr. Kinowski the above resolution was approved unanimously.**

**VETERANS**

- **Expressing the Board of Supervisor's support for the Albany-Saratoga Submarine Veterans' efforts to name the entire section of US Route 9 in Saratoga County to "United States Submarine Veterans Memorial Highway:".**

Mr. Hellwig said the above resolution is to support the Albany-Saratoga Submarine Veterans' in their effort to name the entire length of US Route 9 in Saratoga County to the United States Submarine Veterans Memorial Highway.

**On a motion made by Mr. Lewza, seconded by Mr. Kinowski the above resolution was approved unanimously.**

**Buildings and Grounds**

- **Authorizing a five (5) year lease for the USDA's lease of space in Buildings #5.**

Mr. Hellwig said the above item is for authorization to renew a lease with the United States Department of Agriculture for the lease of office space in building #5. The five year contract in the first year will see a 3% increase in the current annual lease amount, and each year thereafter for the remaining four years it will be increased by an additional 3%.

**On a motion made by Mr. Kinowski, seconded by Mr. Collyer the above resolution was approved unanimously.**

### **Public Health**

- **Authorizing the Public Health Nursing Service to write off uncollectibles in the amount of \$952.55.**

Mr. Hellwig said the above item is for authorization for the Public Health Nursing Service to write off unpaid bills that are due and uncollectible by the County Attorney's office. This year's amount totals \$952.55 and includes expenses for seven separate cases where patients either didn't make the co-pay or didn't pay for physical therapy services.

**On a motion made by Mr. Tollisen, seconded by Mr. Collyer the above resolution was approved unanimously. (Committee approval only)**

### **Personnel and Insurance**

- **Appointing Andrew B. Deluca as the Saratoga County Assistant Conflict Defender**
- **Amending the Saratoga County Policies and Procedure manual to revise the title to Equal Employment Opportunity, Affirmative Action and Title VI Plan to comply with state and federal laws governing civil rights issues, complaints or investigations.**
- **Amending resolution 163-2014 and approving a revised standard workday reporting resolution for elected and appointed county officials for retirement purposes.**

Mr. Hellwig said the first item is for the appointment of Andrew B. Deluca as the Saratoga County Assistant Conflict Defender to fill a vacancy in that office. These are part-time positions that are paid no benefits. The salary is also entirely paid through a State grant to cover all the operating costs of this division of the budget.

The second item will authorize an amendment to the Policy and Procedures Manual to provide for a revision of the Affirmative Action section. Since the county is currently receiving federal funding through the State of New York, during the course of an audit it was determined that the language had to be changed to change Affirmative Action to Equal Employment Opportunity/Affirmative Action and Title 6 Plan to comply with the federal funding guidelines.

The third item is to amend the standard workday resolution to update or make changes to the elected or appointed county officials that are covered under that section of the State Retirement System.

**On a motion made by Ms. Daly, seconded by Mr. Collyer the above resolutions were approved unanimously.**

### **Economic Development**

- **Designating the Saratoga County Chamber of Commerce as the County's Tourism Promotion Agency and authorizing the Saratoga County Chamber of Commerce to apply for a "I Love New York" grant in 2016.**
- **Proclaiming October as Manufacturing Month in Saratoga County**
- **Expressing support for the Capital 2020 Revitalization Plan**

Mr. Hellwig said the first item is naming the Saratoga County Chamber of Commerce as the County's Tourism Promotion Agency, which will allow them to apply for additional "I Love NY" funding from the State of New York. The funding that the county provides for their marketing campaign is used by them to meet the match requirements of the State funding.

The second item is proclaiming October as Manufacturing Month in Saratoga County. There are approximately 125 manufacturing companies in the county and approximately 7,000 jobs that have a financial impact on the county with a gross income of \$570 million.

The third item is proclaiming support for the capital 2020 revitalization plan, which was prepared by the Upstate Revitalization Advocacy Group, and is part of a county capital region group that is applying for a \$500 million grant from the State of New York as a part of the Capital Region Economic Development Initiative.

**On a motion made by Ms. Daly, seconded by Mr. Tollisen the above resolutions were approved unanimously.**

### **Public Safety**

- **Authorizing acceptance of a State Homeland Security Program grant from the New York State Division of Homeland Security and Emergency Services.**

Mr. Hellwig said the above resolution is for authorization for the Sheriff to accept additional funding for Homeland Security in the amount of \$72,500. This is 100% federal aid to be used for equipment and training.

**On a motion made by Mr. Lewza, seconded by Mr. Collyer the above resolution was approved unanimously.**

### **Public Works**

- **Authorizing the Chairman to enter into an agreement with Toski & Co., P.C. in the amount of \$11,700 for auditing services associated with federal and state funded bridge projects.**
- **Resolution for SEQRA determinations by the Board of Supervisors for the consolidation of Finch landfills.**
- **Accepting the Town of Malta portion of Luther Forest Technology Campus roadways and authorizing a maintenance agreement with the Luther Forest Technology Campus Economic Development Corporation.**

Mr. Hellwig said the first item is for authorization to enter into an agreement with Toski & Co. to conduct an audit of three highway department projects with the amount of the audit at \$3,900 for each. The county is currently required under regulations to conduct these audits in instances where the projects exceed \$300,000.

The second item is for a resolution for a SEQRA determination by the county as lead agency for Finch Pryne's application to consolidate the sludge land fill that they purchased from the County several years ago.

The third item is for authorization for a municipal agreement with the Town of Malta to accept 5.34 miles of roads within the tech park. The county will be taking over the maintenance of those roads, as well as other standard operations related to the care or replacement of the roads. The resolution will also authorize a second agreement with Luther Forest Technology Campus Economic Development Corporation to provide for the care and maintenance beyond the roadway, i.e. sidewalks, multi-use pathways.

**On a motion made by Mr. Kinowski, seconded by Mr. Tollisen the above resolutions were approved unanimously.**

### **Chairman's Item**

- **Appointments to the Saratoga Lake Improvement and Protection District (SLPID).**

Mr. Hellwig said there will be two appointments to the Saratoga Lake Improvement and Protection District to fill vacancies that were created by members who have recently left. In one case, David Wallingford will be filling a position through the end of the year, and will need to be reappointed at the Organizational Meeting next year. Mr. Ralph Pastuche will be filling a vacancy through the end of 2016.

**On a motion made by Mr. Tollisen, seconded by Mr. Lewza the above resolution was approved unanimously.**

#### **Law and Finance**

- **Awarding trail grants.**

Mr. Hellwig said the first item will authorize payments to nine municipalities in the county for either feasibility studies or construction costs associated with eight different trail projects. The amount of the county funding approved by the Trails Committee for each of the eight projects was \$12,500 for a total cost to the county of \$100,000.

**On a motion made by Mr. Lewza, seconded by Mr. Kinowski the above resolution was approved unanimously.**

- **Authorizing the inter-agency transfers necessary to close out the 2015 county budget.**

Mr. Hellwig said the above resolution will authorize inter-agency transfers to close out the 2015 county budget in order to move money from one department to another to cover deficit's that occur between now and the end of the year. After the 2015 budget is closed out, the Administrator will provide the Law and Finance Committee a copy of all the transfers that have occurred.

**On a motion made by Mr. Kinowski, seconded by Mr. Collyer the above resolution was approved unanimously.**

- **Proclaiming October as National Cyber Security Awareness Month.**

Mr. Hellwig said the Chairman has received some correspondence from a multi-state information sharing group that has asked for local officials and other governmental agencies to provide public notification that the cyber security is in fact detrimental to not only citizens, but businesses as well as government.

**On a motion made by Mr. Tollisen, seconded by Mr. Collyer the above resolution was approved unanimously.**

- **Amending the Policies and Procedures manual to revise the county's purchasing procedures and regulations for contracts and spending**

Mr. Hellwig said the above item is recommended by the County Auditor, County Attorney and Purchasing Director who began meeting in July to identify areas of improvement in those policies. There have been, over the years, a number of times when things came up and really fell into a gray area related to the policy.

**On a motion made by Ms. Daly, seconded by Mr. Kinowski the above item was approved unanimously.**

- **Amending resolution 133-99 to authorize the County Administrator to approve and execute minor contracts for \$15,000 or less.**

Mr. Hellwig said that the above resolution will change the County Administrators authority from \$10,000 to \$15,000 for minor contracts.

**On a motion made by Mr. Tollisen, seconded by Mr. Kinowski the meeting was adjourned unanimously.**

Respectfully submitted,  
Chris Sansom